

INFORMATION TO PARENTS AND STUDENTS

Subject: Advanced Computer Technology

Code/Level: Secondary 5

Teacher(s): K. Chyfetz

School: Laval Liberty High School

The summary below, based on Ministry-approved program, represents the essential requirements of the course as established by each department and approved by school administration and Educational Services.

1. Course Comment and/or Program Objectives.

Students will use PC computers to produce word processing (Word), spreadsheet (Excel), database (Access), PowerPoint, Publisher and Paint projects and exercises. The Internet will be used as a valuable researching tool. Students will work on detailed projects such as designing storybook covers, pamphlets/brochures, menus, desktop publishing, etc. Students will also design presentations using Movie Maker and PowerPoint. The goal will be to integrate various forms of media. By the end of the course students will be fluent with necessary and widely used computer applications which will be a benefit in post secondary education and on the work force.

2. Evaluation:

Assignments produced on the computer will be evaluated at 100% per term.

Term 1- 20%, Term 2 – 20%, Term 3 – 60%

3. Text/Material:

Students need a binder in which to keep all handouts and printed work. All students will have their own folders to save their work on the hard drive (server). Memory sticks are a valuable tool in any computer class and are highly recommended.